

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

July 9, 2007

**CALL TO PODIUM:**

James D. Arnoult

**RESPONSIBLE STAFF:**

James D. Arnoult

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
<b>X</b>	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Purchase One (1) 2008 One Ton Dump Truck (\$57,557)

**SUPPORTING BACKGROUND:**

Unit #2555 is a 1999 one ton dump truck. Due to its age and condition, staff recommends that it be replaced. This vehicle has a cracked frame and is being evaluated to see if it could be retained as a back-up unit.

This bid was advertised in the Gazette. Bid packages were also delivered to five local truck dealers that sell trucks meeting the specifications. Sealed bids were opened and tabulated on May 3, 2007. The following was the only bid received.

Criswell Chevrolet          \$57,557.00

The bid price is for a vehicle fully equipped with snow plow and salter. Staff feels this is a competitive price and therefore recommends award to Criswell Chevrolet. There are sufficient funds budgeted in the vehicle replacement fund.

**DESIRED OUTCOME:**

Vote on Resolution

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James D. Arnoult Date of City Council Meeting: July 9, 2007  
Director, PW, PM & E

### **AUTHORIZING**

Purchase \_\_X\_\_ Award Contract \_\_\_\_\_ Transfer Funds \_\_\_\_\_ Negotiate/  
Contract \_\_\_\_\_ Execute a

### **BID INFORMATION:**

Advertisement Date April 11, 2007

Newspaper(s) Gazette

Bids Opened/Tabulated (date) May 3, 2007

### **DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

One 2008 Chevrolet one ton dump truck with a snow plow and salter.

### **CONTRACTED/PURCHASE FROM:**

Company Name: Criswell Chevrolet

Street Address: 503 Quince Orchard Road

P. O. Box Number

City/State/Zip: Gaithersburg, Maryland 20878

**CONTRACT/PURCHASE AMOUNT:** \$57,557.00

Check One: In the Amount of \_\_X\_\_ Not to Exceed \_\_\_\_\_

**FUNDS TO BE EXPENDED FROM:** Operating Budget \_\_X\_\_ Capital Improvements Budget  
\_\_\_\_\_

Account Number: 310700 Vehicle & Equipment Replacement Fund  
(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS** Available \_\_\_\_\_ Not available \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT  
TO PURCHASE ONE (1) 2008 ONE TON DUMP TRUCK

WHEREAS, an invitation to bid was duly advertised in the April 11, 2007 issue of the Gaithersburg Gazette, and sealed bids were opened and tabulated on May 3, 2007; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to purchase One (1) 2008 One Ton Dump Truck from Criswell Chevrolet, 503 Quince Orchard Road, Gaithersburg, Maryland 20878, in the amount of Fifty Seven Thousand Five Hundred Fifty Seven Dollars (\$57,557); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 9<sup>th</sup> day of July 2007.

\_\_\_\_\_  
SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 9<sup>th</sup> day  
of July 2007.

\_\_\_\_\_  
David B. Humpton, City Manager